

Aoyama, Joyce

From: Aoyama, Joyce
Sent: Wednesday, October 23, 2013 1:41 PM
To: Winters, Melissa
Subject: RE: OAWT Materials Management & Stewardship Team Records

Categories: Blue Category

Ok, just reading about the shred day. I can import the "Destroy " files to a specific box (one for each retention schedule) so they can be destroyed. They will just be virtual boxes so we can enter the # of inches or feet the files are.

As for guidance:

- No 3-ring binders
- No books

Please remove:

- binder clips (staples are ok and the occasional little paper clip is fine)
- comb binding
- wire binding (spiral notebooks)
- plastic sheets
- photos/slides, videos, cassettes, etc
- CDs, DVDs or diskettes

Or from the sign I put on the shred bin:



- Are they records?
- If they are records, please fill out the R10 In-House Records Destruction Form located near this shred bin.
- The bins are mainly for paper:
 - No plastic, metal, binders or clasps
 - No techno trash
 - No photos or film
 - Staples and small paperclips are ok

Thank you,

Joyce Aoyama
Regional Records Manager
ASRC Primus Solutions
U.S. EPA-Region 10, CON-078
(206) 553-2595 voice; (206) 553-0714 fax

From: Winters, Melissa
Sent: Wednesday, October 23, 2013 10:30 AM
To: Aoyama, Joyce
Subject: RE: OAWT Materials Management & Stewardship Team Records

Hi, Joyce –

Welcome back from the shutdown! I'm sure you're busy digging out and catching up. I just got the email that OAWT's next clean-up day is November 20th and my supervisor was interested in being able to count what I have on my destroy list for my unit. Did the upload into Versatile go well enough that I'll be able to include these in the next shred day on November 5th?

If yes, I can go ahead and get started on boxing them and prepping them for shredding. I will have an intern help me with prepping them – do you have any more specific instructions for them on what needs to be removed – binder clips, cds, diskettes, ...?

Thanks!
Melissa

From: Aoyama, Joyce
Sent: Tuesday, August 27, 2013 4:45 PM
To: Winters, Melissa
Subject: RE: OAWT Materials Management & Stewardship Team Records

Hi Melissa,

I was just thinking about your project today and I mentioned it to Craig (inventory person). I put your spreadsheet into the application and then got pulled away. I think I'm almost there and should have enough columns to go on. Very neat and logical (just the way we like them). I'll check again and get back to you. Thanks for checking in!

Thank you,

Joyce Aoyama
Regional Records Manager
ASRC Primus Solutions
U.S. EPA-Region 10, CON-078
(206) 553-2595 voice; (206) 553-0714 fax

From: Winters, Melissa
Sent: Tuesday, August 27, 2013 3:43 PM
To: Aoyama, Joyce
Subject: OAWT Materials Management & Stewardship Team Records

Hi, Joyce –

I'm not in a big rush on this project, but I did want to check in. Did you receive everything you need from me in order to enter these into Versatile and make the labels?

Thanks!
Melissa

From: Winters, Melissa
Sent: Tuesday, August 06, 2013 1:06 PM
To: Aoyama, Joyce; Sturman, Mary
Subject: OAWT Materials Management & Stewardship Team Records

Mary - Thanks for helping me with this project. You will be missed!

Joyce – Following up on our discussion today, attached is my Materials Management and Stewardship Team records management spreadsheet. Below is a summary of what I believe we agreed to do on each of the tabs – NARA, FRC, and

destroy. Let me know if you have questions or comments or there's any changes. I'll wait to get the labels from you and then will continue on with the boxing. Thanks in advance for your assistance!

NARA

Joyce will import into Versatile and make labels.

Melissa will label, box (chronological order by file closure date), and have ready to send in January 2014 to NARA.

Joyce will help Melissa with the appropriate form in January.

FRC

Joyce will import into Versatile and make labels.

Melissa will label and box (chronological order by file closure date).

Joyce will scan them in and will send Melissa a template SF-135 form.

As soon as the above steps are completed, send to FRC.

Destroy

Joyce will import EPA # and Grantee/Contractor Name columns into Versatile.

Melissa will fill out R10 In-House Records Destruction Form and prep files for shredding (remove binder clips, etc.) on next clean-up day.

Thanks,

Melissa

Melissa Winters

Materials Management & Stewardship Team

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